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**Invention Disclosure Form**

Please complete this form and return to: Chapman University, Office of Human Resources

For questions about the completion of this form please contact:

Chapman University, Office of Legal Affairs, 714-997-6533 or legalaffairs@chapman.edu

1. Brief Descriptive Title of the Invention:
2. University Inventor(s). Include name, ID#, position, department and phone. Describe each person’s contribution to the invention. (“Inventor” is a specific legal term under patent law. Including an individual who is not legally an inventor could invalidate the patent).

1. Other Inventor(s). Specify any other inventor(s) who is/are an employee or an organization other than the University, their contact information, and their institutional affiliation. Please also describe their contribution to the invention.

1. Source of Funds. Please list all source of funding related to this invention. A copy of all agreements must be included to determine if this invention is subject to any restrictions or commitments arising from the terms and conditions of sponsorship.

1. University Funds. Were any University funds or other resources used in making this invention? (if yes, please explain).

1. Sponsors. Identify any sponsors and projects (provide fund number) under which either conception or first reduction to practice occurred, including partial funding and Federal "formula" funding. Also list any related projects and/or inventions and any other potential claimants to rights in this invention.

1. Notice to Sponsors. If funded by an external sponsor, has the sponsor been notified of this invention, either directly, in a progress or other report, or in an application for additional funds (date, sponsor, method of disclosure)?

1. Source of Materials. Did you use materials received from any other source? If yes, please list the materials, source, date received, and any agreements in place with respect to these matters. Please provide a copy of the agreement(s).

1. Other Obligations to Third Parties. Do any other organizations or individuals have rights to this invention?      Does any inventor or the University have any obligation to others with respect to this invention?  Did you consult with any other individual or entity in the process of developing this invention?      If so is there a confidentiality agreement in place with such entity (please provide) and is there any basis upon which it/they may claim rights to the invention?
2. Invention. The information you provide will help us to determine if the subject of this disclosure is an invention in the legal sense and whether it could be protectable by a US patent.

10A. Date of Conception. What is the date of conception of the invention? Legally “conception” means the recognition that a novel arrangement of structural elements, composition of matter, manner of implementing a process, etc. will produce a useful result. Does there exist an earlier, dated record of the invention's conception (e.g., a sketch, report, laboratory notebook entry, etc.) that describes this invention and can be independently corroborated?      Please indicate what it is and where it is.

Date of conception     -     -

10B. Description. Please provide a detailed description of the invention (use additional sheets, as necessary). Describe the most effective way to carry out the invention (optimal materials, conditions, etc.). Also attach any sketches, flow charts, structural formulas, circuit diagrams, etc. that are appropriate to and necessary for full disclosure. Please also address the invention’s novelty (novel features, advantages that differentiate it from other available technology) and utility (how this technology could be used to solve an existing problem).

10C. Reduction to Practice. Indicate the first successful reduction to practice of this invention (date, place, record, witnesses) for example through experiments, prototypes, etc.

10D. Disclosure. Any public, non-confidential disclosure of the details of the invention is a disclosure which given the passage of time may bar patent protection. In the U.S., publication triggers a one year period in which a patent application must be filed in order to maintain U.S. rights. Publications or disclosures prior to the U.S. patent application may have an adverse impact on patentability in foreign jurisdictions. Has this invention been disclosed to others, either verbally or in written form (date,

place, to whom, method of disclosure)?

10E. Commercial Use. Indicate the potential commercial use of this invention (e.g., fields of use, advantages, estimate of value).

1. Potential Licensees. Indicate any potential commercial licensees that may be interested in this invention.

1. Prior Art. To successfully determine the patentability of this invention, it will be necessary to compare it to existing technology, referred to as "prior art." (Provide any references to assist in this evaluation.)

12A. If possible, identify any references to the prior art by patent number or journal article identification.

12B. Specify any deficiency in the prior art improved upon by this invention or any limitation which it extends.

This disclosure will become the first official University record of this invention. Before signing, please ensure, to the best of your knowledge, that all information provided herein is complete and accurate.

Signed and submitted by:

**Inventor's Name**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

Home Address

City       State       Zip

**Inventor's Name**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

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**Inventor's Name**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

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**Inventor's Name**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

Home Address

City       State       Zip

**Departmental Endorsement**:

To the best of my knowledge, the above information is correct.

**Department Head:**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

Advisor Endorsement for Inventions by Chapman University Students:

To the best of my knowledge, the above information is correct.

**Student Advisor**:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

**For Chapman University’s Office of Human Resources Use Only**

Received by

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date      -     -

Sponsorship Rights Verified: Yes No

Copies Attached: Yes No